

How to Automate Law-Office Typing— a Step-by-Step Approach

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THE AUTOMATIC typewriter can revolutionize the production of legal paperwork. If you have never seen one of these machines in operation, you owe it to yourself to look one up.

Typing by itself at about 160 words per minute, it can turn out captions, file numbers, names, addresses, correspondence, schedules, legal material—all without error, without pause—hour, after hour, after hour. The format is right; the content is right; the spelling, grammar, and punctuation are right. Everything is right—once and for all.

At first glance, this robot looks like a standard electric typewriter. Indeed, it can be used in the regu-

lar way by any typist; no special training is needed. What makes it different is that it can record—by means of punched cards or coded tape—whatever is being typed.

These cards or tapes can be removed from the machine and stored. At any later time, they can be inserted into the machine to operate the typewriter automatically, retyping the language or data recorded on them.

ADVANTAGES OF AN AUTOMATED SYSTEM

To the Attorney

For the attorney, an automatic typewriter can effect tremendous savings in time, money, and staff flexibility. At a cost of about \$4,000,

it can easily double a secretary's productivity.

The work literally barrels out. The machine cuts through the lawyer's wait time for material to get back to him and eliminates his need to proofread. During illness, vacations, or night work, anyone else in the office can fill in.

The machine drinks no coffee, needs no lunch hour, has no boy friend, makes no phone calls. It fails to qualify for social security, sick benefits, or pension fund. It does not marry and has never been known to become pregnant. It just works.

To the Secretary

For the legal secretary, the machine affords a release from the routine of typing. Her value to her employer comes to lie in her familiarity with the firm's materials and procedures and not in her ability to use her fingers.

Her capacity to produce work that formerly needed several employees enables her to earn more money and places her employer in a position to pay it. As her understanding of the equipment increases, she is able to make creative and significant contributions to the office system—any one of which may produce savings worth hundreds of dollars.

Value of the System Itself

Initially, most attorneys can see little use for automatic typing equipment in their practice. The fact is,

their work is rarely set up in a way that can use it. An automatic typewriter must be introduced into an office that has already structured some part of its work in a way that can utilize the machine's capabilities.

The purpose of this article, therefore, is twofold:

- It will show you how to set up certain aspects of your office materials in a way that could permit you to use automatic typing equipment when you are ready for it; and
- It will show you how to obtain immediate benefits from organizing your materials into such a system—even before you purchase a single machine!

You will find that the methods, materials, and systems you develop in preparing for automation are as valuable as the machine itself. Not only will this setup save you time and money—it will clearly demonstrate the applicability of the automatic typewriter to your practice. Once your programming is ready, you will know, without any doubt, that the approach will work and that the machine's cost will be recouped fully by the immediate savings in labor that it will effect.

PROGRAMMING

The job of setting up materials in a way that can be used by automatic equipment is called *program-*

ming. In the law office, a programmed approach gets paper work done by analyzing it into parts and storing those parts in a way that enables them to be put together into final jobs.

A will form book can serve as an example. Wills are broken down into their component paragraphs, indexed, and put into a book. The attorney selects certain combinations to construct the kind of will he wants.

This familiar idea—structuring materials into small units that can be integrated together—is the basis of the automated system. Your first step, therefore, is to undertake to type and store certain of your materials as physically separate phrases and paragraphs.

This project can be accomplished inexpensively and with no disruption of office productivity. All the work will be done by members of your own office staff—at their own pace, in whatever free time is available.

Obviously, your system will be reprogrammed as you use it. Classifications will be supplemented, rearranged, and consolidated. Many changes will be made. But over the months you will put together something really worthwhile, saving you countless hours of work, week in and week out.

Raw Materials

The basic raw materials for recording and storing the components

of your system are easily obtained and negligible in cost. These items include:

- A supply of three- by seven-inch index cards;
- Cardholder pages, 8½ by 11 inches in size;
- Several 8½- by 11-inch, looseleaf ring books; and
- Tabbed indexes.

The index cards are of the same weight as those used in routine filing, although the size is a bit different. The 8½- by 11-inch cardholders are cardboard pages with pockets or flaps designed to hold 10 of the three- by seven-inch cards in overlapping fashion.

When inserted into the cardholder pages, the top inch of each index card is visible, so you can see 10 cards at a glance. Since the cards are merely inserted into the flaps of the cardholder pages, and not attached to them, you can remove any card, use it, and then replace it. If any item needs revision later, only one card will be affected.

The cardholder pages are punched to fit standard, 8½- by 11-inch, looseleaf ring books. Tab dividers are used to subdivide the books into sections. Since it is looseleaf, pages may be added or removed at will. When a binder fills up, simply ob-

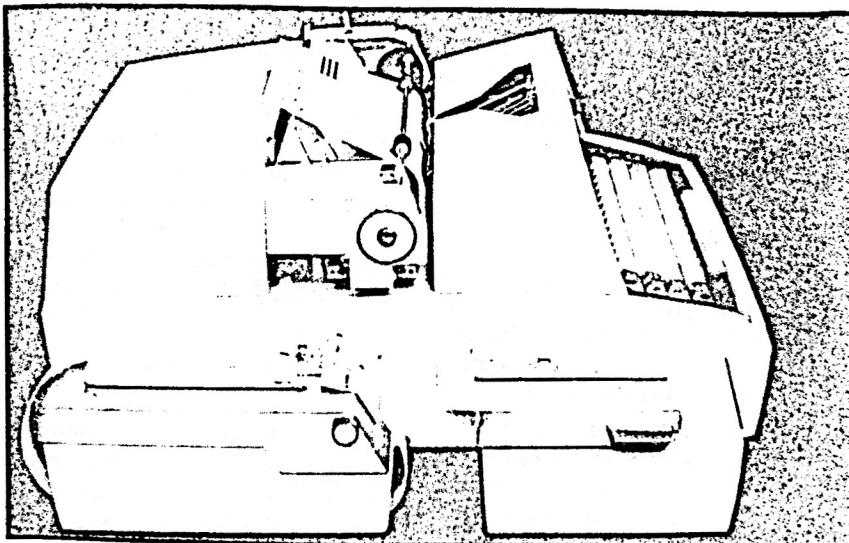


ILLUSTRATION 1: Side view of an automatic typewriter, with punch at the left and reader at the right. Both will accommodate cards and tape.

tain another and divide the pages between them.

These materials, if not available locally, can be ordered through the source set out in Appendix Two to this article. The quantity that you order will depend on the size and nature of your practice and the extent to which you want to carry the approach. Except for the index cards, the balance of the material is reused indefinitely.

Organizing Office Materials

The materials to be typed onto the three- by seven-inch index cards will be of two types—*case data* and *language components*. Case data may be set up by a secretary, but

language components should be handled by an attorney.

By structuring your office materials with this two-pronged approach, both can be done simultaneously and more or less independently of one another.

CASE DATA

Case data includes the names, addresses, caption boxes, and such, that relate to particular matters pending in your office. This kind of data comes into existence for each new file and is usually disposed of when the case is closed.

While the matter is pending, its data is reused many times—on letters, envelopes, legal cap, printed forms, manuscript covers, and lit-

gation backs. When a case is closed, its cardholder page will be reused for some other case. (Consequently, if you write the case name onto the page, use only pencil, to avoid permanent markings.)

LANGUAGE COMPONENTS

Language components, on the other hand, will consist of the attorney's work product—wills, contracts, motions, pleadings. Letter-writing may also be included.

Language components do not relate to any one case in the office, but rather to your practice as an entirety. Once these materials are programmed, they remain in use indefinitely.

Card Format

Both case data and language components will be typed onto the three- by seven-inch cards. *Do not use any other size card.* In this way, one storage system will accommodate everything.

Furthermore, the three- by seven-inch size has many advantages.

Seven inches is the ideal width. The length of an average line typed onto 8½-inch legal cap or an 8½-inch letterhead is six inches. Thus, the card accommodates such lines with an inch to spare and acts as an automatic right-hand margin to prevent excessive line length.

The three-inch height is also ideal. It is easy to handle and store, and it can accommodate both your case

data and the paragraphs of your work products. It stores perfectly in the cardholder pages.

Another reason for this format is that it can easily be converted into an automated system. Automatic typewriters are operated by punched cards measuring three by seven inches. They also use tapes that can be folded into that size or stored in envelopes of the same dimensions.

Switching to Automation

Should the time come when you decide to change over to automatic typing, conversion into components for use with an automatic typewriter is simple. Once you have developed and stored your programs as described here, the switch will merely involve replacing your existing cards with the machine's cards—which are also three by seven inches.

No other change will be needed, no further expense incurred. Your secretary will do the entire job.

Using your newly acquired automatic typewriter, the secretary will copy the language from your existing cards onto those used by the machine. She will do her typing onto labels, while the machine simultaneously records the material by punching holes along the edge of its special cards. She will then affix the label to the punched card.

The cards come attached end to end, in accordion fold, so that, no matter how many lines of type are needed, you end up with a chain of

cards that fold up to three by seven inches. They are then stored in the same pocket in the cardholder page that had been occupied by your original card.

Within a few days after the machine arrives, your staff will have it programmed and operative. There will be no change in the method in which the component cards are stored, found, numbered, dictated, or even in what they look like—except that the new ones will contain punched holes along one of their edges.

Your old cards will be saved and stored for use by the attorneys in the office, who will do their dictating from them. The new cards will be at the machine, ready to operate it automatically to turn out errorless work, faster than you have ever seen.

Planning for the Future

Data processing equipment—such as storage and retrieval systems using photography and telephone-connected, rented computer space—might someday be adopted in the practice of law. But you will not be in a position to use any of it unless you first lay the groundwork.

You must first decide what data in your practice is sufficiently used to warrant storage. You must design the format of these items so that they will tie in with the letters, forms, legal materials, covers, and envelopes that your office uses.

These decisions require experi-

mentation and constant modification as you learn from practice. If you undertake to abstract, formalize, and store your data as described in this article, you will establish the necessary prerequisite for using whatever data processing equipment the future may offer.

Best of all, the materials you organize and store in this manner will have immediate and increasing value to you, irrespective of what you eventually decide about automation.

PROGRAMMING CASE DATA

Each case now active in your office has certain data that relates to it—names, addresses, titles, captions, dates, locations. This data became necessary when the file first came into the office and will continue to be needed until the case closes.

Programming your case data involves:

- Assigning a cardholder page to each case currently pending; and
- Typing each relevant item of data onto a three- by seven-inch card, to be stored in that page.

Should you have to make any permanent change in an item of data, only one card is affected—the old one being destroyed and a new one inserted. As the case progresses, further cards may be added.

Usually, one cardholder page will be enough for one case. If not, you

can double up two cards in a pocket or add an adjacent page. When a new case is received, a new cardholder page for it is added to the looseleaf binder.

Advantages

The advantages of this approach to storing case data are extensive.

- The data is separate from the file and may be kept at the typewriter. There is no need to get the file before the job and replace it afterward. That saving, in itself, can increase work output tremendously.
- It provides a simple method for keeping all data current. Therefore, no time is lost in determining which data is up-to-date.
- The storage method is internally expandable to any degree needed and at any internal point, without disturbing any other units. Because modifications may be made so easily, your staff will keep the system going.
- All members of the office will benefit by having a central, up-to-date, reliable repository of the basic case data pertinent to every matter currently active. They can use the office intercom to have needed data read to them.
- Your secretary will find the cards the ideal place on which to make related notes such as "owner of 6L237 N. Y. 68."
- The cost of the system is low. Except for the cards—the cheapest part of it—everything else is reusable.
- The system lays a perfect foundation for a switch over to the use of punched cards to automate the typing of these materials. It will also get your staff to work out just which items of data should be abstracted for your particular practice—a necessary prerequisite to the use of equipment and techniques that may become available in the future.

Names and Addresses

YOUR CLIENT

The most common data card will probably contain a name and address. This card should be designed to include the letter salutation as well (such as "Dear Miss Henry" or "Dear Janet") so the typist will know the form of address you want used. Even a stranger to the office will know how the letter should be headed.

The card should also include your office reference. In that way, if it becomes separated from its holder, it is always clear where it belongs.

A typical name-and-address data card is shown in Form 1 on the following page. These name-and-address cards have several uses:

- They give all the necessary infor-

FORM 1—CLIENT'S NAME AND ADDRESS

Dr. and Mrs. Martel Williams
123 Seventh Street
Rockhaven, New York

Re: 7r123 Williams v. Gillet

Dear Dr. and Mrs. Williams:

mation your secretary needs to head a letter or to address an envelope.

- They lend themselves to being photocopied onto preprinted form letters.
- They afford a place onto which notations can be made.
- When the data is placed on punch cards, the automatic typewriter can be used to head all letters, address

all envelopes, and fill in all forms requiring the name and address of the client.

YOUR ADVERSARY

The next item of data to be placed on such cards is the name and address of your adversary in each pending matter. The data should also include a statement of his representation, as shown in Form 2.

With this material in storage, all information is at hand with which

FORM 2—ADVERSARY'S NAME, ADDRESS, AND REPRESENTATION

Austin Spiegel, Esquire
Attorney for defendant
Lori Gillet
99 Front Street
Bachbay, Long Island

Dear Mr. Spiegel:

Re: Williams v. Gillet
Your file: 37WPL8905

to address both letter correspondence and formal legal materials. Automatic typing equipment could type this data in whole or in part, skipping the second and third lines when used to type a letter or address an envelope.

The data can also be used to complete printed affidavits of service and other forms.

THIRD PARTIES

Names and addresses of frequently recurring third parties should also be set up on data cards. These might include referring attorneys, treating physicians, and governmental agencies.

These cards may be typed as a byproduct of the initial writing—either by using carbon paper over an index card or by making an extra copy of the letter onto heavy paper and cutting the heading down to the three- by seven- inch size.

Captions

In a litigation practice, the caption of each matter must also be stored. For this, use the same three- by seven-inch cards, held *vertically*.

Despite what may appear on first impression, three inches is the ideal width of a litigation caption. Three inches is the width of a panel of legal back; consequently, your caption will fit it perfectly. Since three inches is half the width of the six-inch area actually used for typing on 8½-inch paper, a three-inch area will remain to the right, allowing

room for other descriptive material.

Begin the practice of including index numbers and calendar numbers at the head of the caption, as is customary in a panel on a legal back. The seven-inch length will be sufficient to accommodate the vast majority of captions without need to go onto another card.

The use of three- by seven-inch cards for captions, moreover, will preserve uniformity in your storage system.

Standardize Margins and Tabulation

Few legal secretaries have ever given thought to adopting a standard left margin and a uniform tabular layout for office typewriters. Each typist sets and resets her machine as she chooses. As a prerequisite to automatic typing, therefore, you should establish fixed settings to as large an extent as possible.

The reason for this is easily illustrated. Suppose that you set up your punched cards in such a way that the word "vs." in a caption box is reached by one tabulation from the left margin and the words "plaintiff" and "defendant" are reached by two. If the secretary moves the left margin, changes the tabular stops, or adds another tabular stop between the margin and the previous stops, the automatic machine will blindly produce a new, and probably unacceptable layout.

Manual typing also profits from fixing a standard left margin and

permanent location of tabular stops. The time spent in resetting them is saved. Moreover, there is a "best" way. Once found, everyone should use it.

SAMPLE TYPEWRITER SETUP

The following is a sample margin and tabular setup that has proved successful in law-office typing. Use this arrangement until you find a specific reason to vary from it.

- Set the left margin at 40.
- Set tabular stops at 50, 60, and 70.
- Insert letterheads and legal cap with the left edge at 25.
- Insert Number 10 envelopes (nine inches wide) at zero.
- Reach date line and letter closing with three tabulations.
- Reach paragraph indentations with one.
- In captions, reach "vs." with one tabulation and reach "plaintiff" and "defendant" with two.
- Reach other points by spacing to them from the nearest tabular stop.
- Make it a practice never to vary the overall structure. However, further tabular stops may be added beyond 70 without affecting this setup.

Design Your Own Forms

To put your stored data to best use and to prepare for eventual conversion to an automatic typewriter, it is a good idea to design and print the forms you use commonly, instead of buying stock forms at a stationer. In that way, you will be able to structure the forms to accommodate the three- by seven-inch manner in which you store your data.

The undertaking will result in immediate savings in money. Forms you have made yourself will cost about one cent each if you order a thousand, less if you order more. Store-bought forms cost considerably more. By printing your own, you can specify the weight of the paper used and effectuate a significant saving in postage.

The forms you design yourself will be tailor-made to your office needs—not a compromise with the requirements of the entire profession. They can also be produced by mimeograph—an inexpensive way of handling quantities of a few hundred—or by photo offset, which allows you to paste together any kind of form you like.

PROGRAMMING LEGAL MATERIALS

Lawyers were probably the world's first programmers—at least in regard to language components. We are accustomed to working with form books in which separate paragraphs cover a multitude of possi-

bilities. We know how to select the paragraphs we want, sometimes modifying them or supplementing them with language of our own, and to integrate them into a final product suited to our clients' needs.

The System

This approach—the integration of previously structured language components to produce an end result—is the basis of the automated system. Using the same storage materials as for case data, it involves breaking a legal document into component phrases or paragraphs and storing each on a three- by seven-inch card. For each component, there will be a number of alternative cards to cover various situations.

When these cards are code numbered and arranged in logical sequence in the cardholder pages, you will have something more than an ordinary form book. Whereas a form book is basically a research tool—to be studied to see how others have handled drafting problems with which you have little experience—yours will be a *work* book.

The component parts will have been thought through and will consist exclusively of materials actually used by your office, in the language you prefer. You will avoid the think-and-find time usually spent in filtering through a multitude of forms, most of which you would never use or would have to rewrite anyway.

SAMPLE PROGRAMMED DOCUMENT

Appendix One to this article demonstrates how a typical Notice of Motion might be programmed. Each phrase or paragraph would appear on a separate card. The card headings and code numbers would not be reproduced on the final document. Only a few of the many alternative components are shown here.

Even without an automatic typewriter, this system would enable you to dictate a Notice of Motion very quickly. The sections are structured to lead you through the document step by step. Each component ties in linguistically with those before and after it. Numbered spaces are left for insertion of information relating to the particular case.

DICTATING FROM CARDS

From the first time you use the system, you will be able to dictate paragraphs and phrases by indicating their numbers. You will capitalize on your previous analysis and organization of this kind of document and will not have to spend time wondering about all that might be needed, where to find it, and in what sequence to write it.

If you are missing a component, simply compose it on a card in long-hand, insert it into the program at the point where it belongs, number it, and then proceed to dictate it as part of the job you are doing. (Your secretary can type a card for it later.) Nonprogrammed material and in-

sertions are dictated in the ordinary way.

When you acquire an automatic typewriter, your secretary will simply insert the designated punched cards into the machine in the appropriate order. If there are places within the document where special material must be inserted, this is made possible by the use of a "stop" code on the card. The machine will automatically come to a stop, allowing your secretary to type the insertion manually.

Each time the program is used, it is tested and possibly further developed. Each addition brings it that much closer to the point where all necessary components will already have been written.

Selecting Items To Program

The approach illustrated in Appendix One may be extended to many other types of work. It is not important that only part of the item lends itself to programming, since automation of almost any amount of standard language will effect a saving. Even in so tailor-made a document as a bill of particulars, as much as half of the introductory phraseology of each paragraph is standard.

When selecting the item with which to start your programming career, limit it narrowly. Set up automobile complaints, not all complaints; husband-and-wife wills, not all wills; a motion for a particular kind of relief, not all motions.

By using a narrow field, you will obtain a useful product immediately. Your components will be put into actual office use, and your experience will crystalize. Should you later decide to program other applications, you will capitalize on what you have learned from your previous efforts. You may even be able to adapt some of your existing components.

Organizing Your Materials

In planning your program, you should not be satisfied merely with setting up the language you want. You should organize the language components into sections, groupings, or divisions, setting out the material so that the parts of each section will integrate with the one preceding and following it to form a finished work product. Code the cards with letters and numbers to show the sequence of their intended use and store them in that order.

Steps To Follow

Once you have selected the item that you plan to program, follow these steps:

- Accumulate component language parts. These will usually be paragraphs, although in motion practice they may be phrases. Clip them out of closed and pending files. Ask your secretary to run off an extra copy of whatever she types in the field. Then, either cut these paragraphs or phrases into three- by

ven-inch slips, or affix them to tree- by seven-inch cards.

Analyze the field into prime headings that cover it in sequence from beginning to end. Tab-divide looseleaf book into sections that reflect your analysis. Mark the tabs in pencil to allow easy revision as experience dictates.

- Group your component cards in cardholder pages behind the appropriate section tab. Number your cards in pencil, preferably following some system of analysis. Indicate, by number, any points within the language of the cards at which names, dates, or other data must be filled in. This will facilitate dictation.

- As you use the program, rewrite and restructure the language and the grouping of the cards to attain integration with the components that precede it and follow it. Keep a supply of blank cards handy and do not hesitate to add a new component card in longhand.

Developing Larger Units of Materials

COMPOSITE TAPES

Once you have established components in punched-card form, you will find that certain combinations are reused often in your practice. It would be even more economical, then, to have your automatic type-

writer punch these recurring combinations into composite tapes. This will eliminate the need to dictate individual phrases or paragraphs and to feed separate cards into the machine.

These tapes can then be used in combination with the component cards to handle a number of possibilities. For example, a particular kind of Notice of Motion could be put together on a single composite tape, except for the components indicating the court and county in which the motion is returnable. Since the court and county might vary from case to case, this material could remain on separate cards, allowing the appropriate alternative to be incorporated when needed.

PRINTED FORMS

Ultimately, you may decide it profitable to have your most frequently used documents printed up as forms. As with the composite tapes, the component cards will be used to structure them. Although the fixed language in the document will be printed, spaces will be left for inserting those language components that vary from case to case. In this way, a few component cards can be used to complete the basic, printed form.

As composite tapes and printed forms command increasing importance in your integrated system, the component cards will remain the basic building blocks, always avail-

able for the job. They may still be used to supplement tapes and forms, or as individual units to be assembled together.

PROGRAMMING LETTERWRITING

Letterwriting—our daily correspondence—is one of the most profitable areas to program.

Examine your secretary's work output and your own. Much of it is letters. Moreover, a vast majority of these are, in whole or in part, repetitive of material you have dictated before.

The trick is to organize and store the contents of your letters so that you can find what you want in a few seconds. This can be done, and done easily, by following the system described here. Once you establish it, you will be able to dictate in minutes a quantity of letters that formerly took hours.

The Basic Letter

Letters consist of three parts:

- The *heading* opens the letter. It includes the name, address, salutation to the addressee, and occasionally a case reference.
- The *body* or *message* part of the letter follows.
- The letter ends with the *complimentary close* of "Very truly yours" or whatever, and the signature phraseology.

Only the *body* or *message* part of

the letter concerns us for purposes of programming.

The body of almost every letter you write fits into an area of three by seven inches. If a letter does go beyond that length, it is almost surely composed of more than one paragraph, each of which could be treated as a separate component of the letter.

Consequently, the approach here described will place the bodies of letters onto three- by seven-inch cards and store those cards into card-holder pages. Because each page holds 10 cards in overlapping fashion, you will be able to visualize the headings and first few lines of 10 letters at a time.

Steps To Follow

Use this approach to establish a program for letterwriting:

- To begin, choose one well defined field in which to program relevant letters. It may be personal injury litigation, surrogate's practice, real estate, or anything else, but limit yourself to one field, initially. Designate a looseleaf ring book as the repository for all letters relating to this field.
- Compose a chronological outline of the field that you think will cover the stages in it from beginning to end. You may find it helpful to include a few extra headings for letters that do not index on a chronological basis, such as a request to

telephone or come to the office. Each of the sections of your outline will be represented by a section of your looseleaf book. Pencil the headings of the categories onto the tabs of tab dividers and insert them into the ring book.

- You will find that the letters you write, within the above categories, can be grouped by the *party* to whom they are addressed. The groups will be these few:

→ Letters to your client;

→ Letters to your client's counterpart or his legal representative; if you represent a plaintiff, to the defendant or his attorney or carrier; if you represent a buyer, to the seller or his lawyer;

→ Letters to your referring attorney, if you do counsel work;

→ Letters to third parties. These may themselves break down into a few major categories—such as doctors, hospitals, court clerks, governmental agencies.

- Represent each group of addresses by a separate cardholder page within each section you have tab divided. Mark the page in pencil to indicate the addressee group whose letters the page will store.

- You now have a tentative storage system for all letters within the field.

Place the body of each letter on a three- by seven-inch card. At the top of the card, pencil in a brief single phrase description of what the letter says. Store the letter in the next available pocket of the appropriate cardholder page.

Indexing and Storage

All that is needed to work up a program for letter writing is a good index and storage approach. The one described here uses four steps to make a quick analysis and search:

- The area of practice (personal injury litigation, surrogate's, real estate, etc.) is represented by a looseleaf book.
- The categories within the field are each represented by a section of the book, indicated by a tab divider.
- Each class of person to whom the letter is addressed (client, adversary, clerk of court, etc.) is represented by a cardholder page within that section.
- The bodies of the individual letters are set up on three- by seven-inch cards inserted into the pockets of the cardholder pages, 10 to a page, in an overlapping fashion, leaving a heading and the first inch of type visible. Each card may be withdrawn to read the body of the letter in its entirety, and, if it is a punched card, to permit its insertion into the automatic typewriter.

Automatic Letterwriting

If you acquire an automatic typewriter, your staff will simply substitute the machine's three- by seven-inch cards for the originals. If there are places within the body of a letter where special material must be inserted, a "stop" code on the card will allow your secretary to type it manually.

Your secretary will now be able to produce an error-free letter in a few moments by inserting the appropriate punched cards.

- First, she will have the machine type in the correct date, probably by inserting a card onto which it has been coded.
- Next, she will insert the card bearing the name, address, and salutation, taken from the case-data cardholder page.
- The body of the letter will then be automatically typed.
- Finally, the complimentary close and signature materials will be automatically produced.

Most letters will require little, if any, manual work.

CONCLUSION

The techniques described in this article have value independent of automation. The disciplines required are as valuable as the equipment.

Even if you see no possibility of acquiring an automatic typewriter, you would be wise to try the approaches for their own sake and to have another look at automated equipment in a few years.

If you sense that automatic typing may have a place in your practice, you should program first and program now. This will lay the foundation for successful application of automated equipment when you do buy or rent it.

In any event, you must face up to automation. Automatic typewriter will be commonplace tomorrow operating at increasing speeds and in increasing numbers of ways. Will your office be prepared to use them at all?

When equipment is available for storing and retrieving case data, will your office have case data to store? Will your office have punched cards that can be stacked in hoppers for automatic self-feeding? Or language components that can be telephone out of computer storage?

You, and you alone, can prepare your office for automation. Step by step, with your own staff, in your own way, at your own pace, you can begin now to structure your materials to use the equipment in the future.

With nothing more than a quantity of three- by seven-inch cards and a method of storing them, a little persistence, patience, and enough imagination to see beyond today, you can make ready.

APPENDIX ONE
SAMPLE PROGRAM FOR NOTICE OF MOTION

A1.
PLEASE TAKE NOTICE that upon

B1.
the affidavit of _____(1)_____ sworn to on _____(2)_____,
B31.
a copy of the complaint served in the above entitled action,
B32.
the copy of the proposed amended complaint, hereunto annexed,
B41.
a copy of the answer served in the above entitled action,
B51.
a copy of the bill of particulars, previously served herein,
B61.
a copy of the demand for a physical examination served herein,
B71.
a copy of the notice of examination before trial served herein,
B91.
a copy of a decision previously made, dated _____(1)_____,
B92.
a copy of the order, previously made, dated _____(1)_____,
B92-a.
with proof of service of said order and notice of entry thereof,
B100.
and upon the pleadings and proceedings heretofore had herein,

C1.
this undersigned will move this court at a motion's term thereof

C10.

the undersigned will move this court at Special Term Part _____(1)_____

C20.

the undersigned will move this court at Trial Term, Part _____(1)_____

D11. SUPREME COURT : KINGS COUNTY.

at the courthouse, at the Civic Center, Brooklyn, New York, on _____(1)_____, at 9:30 o'clock in the forenoon thereof, or as soon thereafter as counsel can be heard, for an order

D21. CIVIL COURT : KINGS COUNTY.

at the courthouse, at 120 Schermerhorn St., Brooklyn, N. Y., on _____(1)_____, at 9:30 o'clock in the forenoon thereof, or as soon thereafter as counsel can be heard, for an order

E1. OBTAIN COPY OF CLIENT'S STATEMENT.

requiring that plaintiff(s) be furnished with a copy of any and all statements taken from said plaintiff(s) by the defendant(s) herein.

E2. EXAMINATION OF PLAINTIFF'S HOSPITAL RECORD.

requiring the attendance for examination before trial as a witness for the plaintiff(s) herein, of the medical records librarian of _____(1)_____

1. to produce thereat any and all medical records now in the possession, custody or control of the said witness, as may relate to the plaintiff _____(2)_____,
2. to give testimony thereat as to the contents of the said records,
3. to permit an examination of the said records by the attorneys for the said plaintiff herein, and
4. requiring that the said records be made available to the attorneys for the said plaintiff for photocopying.

E12. CONSOLIDATE.

consolidating the above captioned matters in the _____(1)_____ Court, _____(2)_____ County.

E13. AMEND NOTICE OF CLAIM.

amending the notice of claim dated _____(1)_____ previously served upon _____(2)_____.

E21. ASSESS DAMAGES FOR FAILURE TO APPEAR.
for an assessment of damages because of the default in appearing herein,
on the part of the defendant_____(1)_____.
E31. AMEND COMPLAINT.

granting plaintiff(s) leave to serve the annexed proposed amended com-
plaint in the above entitled action in lieu of the present complaint, and
requiring defendant(s) herein to accept and make answer to same.

E41. ASSESS DAMAGES FOR FAILURE TO ANSWER.
for an assessment of damages because of the default in answering the
complaint herein on the part of the defendant_____(1)_____.
E42. STRIKE DEFENSE OF NO JURISDICTION.

striking out the answer of defendant_____(1)_____, in so far as the
answer on the part of the said defendant alleges that the court has not
jurisdiction of the person of the said defendant.

E61. REQUIRING PLAINTIFF TO SUBMIT TO PHYSICAL
EXAMINATION.

requiring that plaintiff_____(1)____ submit to a physical examina-
tion to be conducted by a physician of defendants' choice.

E71. REQUIRING EXAMINATION BEFORE TRIAL.
requiring the attendance for examination before trial of the defendant
_____(1)_____.
E81. TRANSFER TO HIGHER COURT.

transferring the above action from Civil Court_____(1)____ County,
where it is presently pending, to Supreme Court_____(2)____ County,
and also increasing the damages demanded in the complaint to \$_____
(3)____ on behalf of the plaintiff herein,_____(4)_____.
E92. FIX LIENS AND INTERESTS.

fixing the liens and interests of the parties, attorneys and claimants to
the proceeds of the above matter, and directing payment accordingly.

F1.

PLEASE TAKE FURTHER NOTICE that
answering affidavits are to be served upon the undersigned at least five
days before the return date of this motion.

G11. ATTORNEYS FOR PLAINTIFF(S).
Dated: (Today's date)

Yours, etc.,
Andrews and Gill
Attorneys for plaintiff(s)

_____(1)_____
123 Court Street
New York, New York

To:

G12. ATTORNEYS FOR DEFENDANT(S).
Dated: (Today's date)

Yours, etc.,
Andrews and Gill
Attorneys for defendant(s)

_____(1)_____
123 Court Street
New York, New York

To:

APPENDIX TWO
MANUFACTURERS AND SUPPLIERS

Cardholder pages and three- by seven-inch cards:

Circle West Company, 47 Circle Drive, Elmont, L.I., N. Y. 11003.

Automatic typing equipment:

American Automatic Typewriter Co., 2323 N. Pulaski Road, Chicago,
Ill. 60639.

Dura Corporation, 1260 Avenue of the Americas, New York, N. Y. 10020.
Friden, Inc., 31 Prince Street, Rochester, N. Y. 14607.

International Business Machines Corp., 1111 Connecticut Avenue N.W.,
Washington, D.C. 20036.